

Activity Exemplar: Communicate with stakeholders in different roles

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To review the exemplar for this course item, click the following link and select *Use Template*.

Link to exemplar: [Emails to different stakeholders](#)

OR

If you don't have a Google account, you can download the exemplar directly from the following attachment.

[Emails to different stakeholders](#)

[DOCX File](#)

Assessment of Exemplar

Compare the exemplar to your completed activity. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Note: *The exemplar represents one possible way to complete the emails. Your emails will likely differ in certain ways. What's important is that your emails clearly identify information that will help each recipient fulfill their job responsibilities.*



Email #1 to the new data professional provides:

- An overview of the data team's workflow. This information gives the new data professional insight into how the data team shares their results and invites feedback from internal stakeholders.
- The accuracy goal for the visitation prediction model. Knowing the project objective is important for a data professional working to develop an effective ML model.

Email #2 to the new public relations writer provides:

- Relevant information for creating non-technical articles that promote the NPS' mission and work. This information includes the purpose and benefits of the visitation prediction project, and the problem the project is addressing.
- Direct, non-technical language that does not include unnecessary detail.

Both emails:

- Invite the recipient to ask follow-up questions. Questions are an opportunity to improve communication and learn more about the project.